

CHECKLIST FOR COMPLETE APPLICATION

Submit Part 1 first or submit Part 1 and Part 2 together before the project begins. Submit Part 3 after the project is complete. Details about the following list of items may be found in the Application Booklet Instructions.

Part 1 - Evaluation of Significance (estimate two months for decision)

- ☐ Two copies of complete application and attachments
- ☐ Original Ink Signature of Owner
- ☐ Photographs of Existing condition (labeled)
- ☐ Photo Key – keyed to plans
- ☐ Map of historic district
- ☐ Courier Delivery Payment form

Part 2 - Description of Rehabilitation (estimate three months for decision)

- ☐ Two copies of complete application and attachments
- ☐ Original Ink Signature of Owner
- ☐ Fee Payment by Credit Card form (optional but recommended**)
- ☐ Courier Delivery Payment form
- ☐ Photographs of Existing condition (labeled)
Or specify that Part 1 photos should be used for Part 2 review
- ☐ Photo Key – keyed to plans
- ☐ Plans and elevations of Existing Condition
- ☐ Plans, elevations, sections of Proposed Work
- ☐ Specifications of work (i.e., brick cleaning or repointing, window repair) if available

Part 3 - Request for Certification of Completed Work (estimate three months for decision)

- ☐ Two copies of complete application and attachments
- ☐ Original Ink Signature of Owner
- ☐ Fee Payment by Credit Card form (optional but recommended**)
- ☐ Courier Delivery Payment form
- ☐ Photographs of Completed work (labeled)

**The National Park Service requires fees to review Part 2 and Part 3 applications. Refer to the Instructions in the Application booklet or online at <http://www.cr.nps.gov/hps/tps/tax/index.htm>. To avoid delays in project reviews, fee payment by credit card is highly recommended (form found in Certification Application booklet or Online). This credit card form must be submitted with the application.

preserve 
ALABAMA HISTORICAL COMMISSION

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<http://www.preserveala.org>